

April 29, 2011

To: Executive Board

Subject: **Contract Award – Administrative Office Landscaping**

Recommendation

Authorize the Executive Director to negotiate final contract terms and conditions and execute a contract in the amount of One Hundred Fifty Nine Thousand Dollars (\$159,000.00) with Fast-Track Construction for Administrative Office Landscaping.

Background

On March 25, 2011, the Executive Board authorized the Executive Director to issue an Invitation for Bids (IFB) for Administrative Office Landscaping. IFB No. 11-006R was issued on March 25, 2011. The IFB was advertised in three local newspapers, posted on Foothill Transit's website, and sent directly to more than 150 firms.

The landscape improvements will include removal of all groundcover and shrubs while all existing Eucalyptus trees will remain. A new irrigation system and controllers will be installed based on Leadership in Energy and Environment Design (LEED-EBOM) requirements. The irrigation plan will earn points toward Foothill Transit's LEED Certification of the Administrative Building that is currently in progress. New native and water saving plants and shrubs will be installed which will afford Foothill Transit with savings in ground maintenance. The new trees will provide additional shade to the parking lot. The small unused area east of the building along Lakes Drive will be redesigned by replacing grass with decomposed granite, installation of outdoor tables and chairs, and concrete seat wall providing staff with an outdoor eating area. Construction will be done in three phases to minimize the impact on the building tenants. The contractor will coordinate the phasing with the parking lot resurfacing. Foothill Transit approval of the phasing plan is required prior to the start of construction.

On March 31, 2011 a job walk and pre-bid conference was conducted and individuals representing eight contractors were provided a tour of the site and allowed to ask project-related questions. Bids were received on April 19, 2011 from three firms. All bid packages were thoroughly reviewed to determine responsiveness to the requirements stated in the IFB. Fast-Track Construction was determined to be the lowest responsive and responsible bidder. Bid amounts are presented in **Attachment A**.

Fast-Track Corporation, based in Culver City, specializes in general construction and construction management and has been in business for 29 years. They have completed recent projects for Foothill Transit including interior renovations at the Pomona Facility and premises work associated with elevator renovations at the Foothill Transit Administrative Offices.

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Fiscal impact

Required funding is included in the approved FY 2011 budget.

Sincerely,



Gary K. Nehls
Director of Procurement



Doran J. Barnes
Executive Director

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Exhibit A

**Foothill Transit
IFB No. 11-006R
Administrative Office Landscaping
Bids Received**

Bidder		Amount of Bid
1	Fast-Track Construction	\$159,000
2	Pierre Sprinkler and Landscape	\$177,779
3	E.C. Construction	\$226,030